

Robert W. Muller
Mayor



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Commissioner

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Mayor Pro Tem

Town of Nags Head

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R. Brantley Murray
Commissioner

J. Webb Fuller
Town Manager

Anna D. Sadler
Commissioner

Board of Commissioners Policy

Sunshine List Policy

(Adoption Date: June 6, 2001)

(Updated: June 4, 2003)

The North Carolina General Statutes require the Town to provide notice of meetings and public hearings to anyone who requests the information. The list of individual and organizations who have requested this service is commonly called the Sunshine List. Regulations concerning notices of meetings of public bodies are addressed in NCGS 143-318.12 which states: "The public body shall charge a fee to persons other than the media, who request notice, of ten dollars (\$10.00) per calendar year," The following Sunshine List policy is adopted:

Sunshine List subscribers receive notification of all public meetings and public hearings scheduled by the Town of Nags Head. Individuals wishing to subscribe to the Sunshine List shall complete the attached form specifying the type of service requested and the delivery address (**see next page**).

The completed form and the required fee shall be presented to the Town.

All Sunshine List subscriptions shall expire on June 30 of each calendar year.

The annual fee will not be prorated.

Annual renewal notices will be mailed by the Town Clerk in June.

Responsible for Update: Town Manager

SUNSHINE LIST REQUEST FORM

DATE

NAME

PHONE NUMBER

METHOD OF RECEIPT (please choose one)

- | 1. | Via US Mail | Address |
|----|-------------|---------|
|----|-------------|---------|

2. Via fax Phone

3. Via electronic mail E-mail address